

Meeting Summary for SCNA Board Meeting & Event Planning

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Quick recap

The team discussed the organization and funding of their upcoming community events, including a block party and a general meeting, with a focus on securing affordable venues and engaging the community. They also deliberated on the balance between entertainment and informative content for their events, and considered the potential for a grant to fund their activities. Lastly, they addressed the need for an Employer Identification Number for their non-profit organization, and reviewed the performance of their recent newsletter.

Next steps

- Lowell to calculate the maximum amount the organization can spend on the general meeting venue and catering.
- Robbie to reach out to potential venues (Hampton Inn, Hilton, The Haven) for pricing and availability.
- Lowell to inquire with the city about whether a general meeting would be considered favorably for sponsorship funding.
- Robbie and Lowell to schedule a workshop meeting with Monty and the Events Committee to discuss the city sponsorship grant application.
- Lowell to send Robbie the link to the online city sponsorship application form.
- Robbie to draft a survey for the September newsletter about continuing the First Tuesday meetups in fall/winter.
- Lowell to create a draft poll for the newsletter about First Tuesday meetups and share with the board.
- Robbie to reach out to Market of Choice about reserving space for the workshop meeting.
- Lowell to follow up on questions about the city sponsorship program with Meghan Goss.
- Robbie to contact Karen Bergsvik about EIN and tax filing requirements for non-profits.
- Lowell to send Robbie the 1120 tax form and instructions.

Summary

Block Party Review and Future Planning

Lowell and Robbie reviewed the recent block party, confirming that all expenses were covered by sponsor money except for the game purchases. They discussed the need to follow up with

the city regarding the game equipment and the cost of the party, which was almost \$5,000. The team also considered potential venues for the next event, including Blakely Park and Wood River Park, and discussed ways to reduce costs and attract more committee members. They agreed to further discuss these options and consider moving the event to June.

Securing Affordable Venue for General Meeting

Robbie and Lowell discussed the challenges they were facing in securing an affordable venue for their upcoming community meeting. They had received a quote from the Hilton for \$125, which did not include catering and AV services, but they were unable to negotiate a lower price. They also discussed the possibility of bringing in their own refreshments to supplement the catering. Additionally, they touched upon the cost of using the Hilton's AV services, which was an unexpected expense. Robbie also mentioned a potential alternative venue, The Haven, but was unsure of its availability.

General Meeting Location and Budget Discussion

Robbie, Lowell, and Susan deliberated on potential locations and costs. They examined the Fairfield and the Hilton, considering factors such as space, cost, and capacity. They also discussed the potential of accommodating 100 people and the associated costs. Robbie planned to inquire about reduced rates for AV equipment and The Haven's community program. Lowell agreed to help Robbie calculate the maximum amount they could spend and subtract expected expenses, while Robbie intended to contact both entities to determine the best deal.

Exploring General Meeting Venues and Potential Speakers

Robbie and Lowell discussed potential venues and speakers. They considered the Haven and the Hilton. Robbie suggested a more entertainment-focused program, mentioning the possibility of having an author, Lee Ann Kriegh, speak about the history and nature of Bend. However, Susan and Lowell were unsure if this would be a good fit for their event. They agreed to continue exploring options and make a decision soon.

General Meeting Format and Updates

Robbie, Lowell, and Susan deliberated on the format of their general meetings, considering a shift from issue-oriented to a more social and entertainment-based approach. They discussed inviting speakers to talk about new developments in Southern Crossing and the impact of traffic and safety. The team also reviewed feedback from a previous virtual event and considered providing regular updates on development. Lastly, they discussed changes to the Industrial Way and the expected improvements in traffic, with the consensus being that the city should provide updates on these developments. There was also a concern raised about the lack of public participation in meetings.

General Meeting Planning and Scheduling

Robbie, Lowell, and Susan planned the upcoming event, deciding to schedule it from 6:00pm to 8:00pm. The event would include a development update and the annual neighborhood association election, with half an hour for mix and mingle and 1 1/2 hours for programming. They also discussed the allocation of time for updates on the neighborhood, with Robbie suggesting a 15-minute update that could potentially include a question and answer segment. Lowell referred to the agenda from last year's General Meeting for comparison, and 15 minutes were allocated for election business.

Robbie, Susan, and Lowell deliberated on the organization of their upcoming general meeting and neighborhood event. They debated on the balance between building and transportation and entertainment, eventually deciding to maintain a balance. They also discussed potential challenges in attracting a large attendance and the need to secure a venue. They considered various activities and decided to focus on the development of the Jackstraw and Timber Yards. Concerns were raised about walkability and accessibility, prompting the team to reach out to the city for more information. Lastly, they discussed the success of their neighborhood meetups, potential changes, and the deadline for their event application.

Annual General Meeting and Block Party Funding

Robbie, Lowell, and Susan discussed the possibility of applying for a sponsorship to fund their annual general meeting and block party. They considered holding the annual meeting at a park to save costs. They also discussed the high costs associated with event mailings and the need to align their proposal with the city's council goals. The application process for the sponsorship is online, with a deadline of September 30.

Recruiting New Board Members

Robbie and Lowell discussed recruiting new members for their board, with a focus on engaging the Events Committee. Robbie to send out emails to events committee members to encourage them to become board candidates in the upcoming election..

Sponsorship Application and Neighborhood Survey

Robbie and Lowell discussed the upcoming sponsorship application. Lowell agreed to provide Robbie with a link to the application and Robbie expressed her intention to meet with Barbara Campbell for further insights. Susan mentioned that the city wants communities to get involved in block parties and other initiatives. The group decided to conduct the survey in the first part of the next year to avoid current workload pressures. Lastly, Lowell shared a comment from Megan Doss about providing detailed information regarding the purpose of events and how funds will be applied.

Land Use Report

Robbie discussed the upcoming board meeting concerning the amphitheater application and the Pahlisch appeal about the tree code. She expressed uncertainty about the outcome of the appeal but noted that the city is defending the code. Susan asked if she should stay on the call, to which Robbie responded that she didn't have to and that he would send out an email to confirm the meeting for the following week. Additionally, Robbie and Lowell discussed and approved the meeting minutes with a minor grammatical correction made by Lowell.

Treasurer Report

They also discussed the budget, with Lowell mentioning that he would calculate the maximum amount they could support and get back to Robbie. Lowell also noted that their checking account was down to 63 dollars, indicating that most of it had been used. They recently acquired an EIN, but were unsure about the specific requirements for filing a corporate tax return form by September 15th. Robbie agreed to consult with their colleague, Karen Bergsvik, who has handled all the compliance forms so far, about the EIN and the tax return form. Lowell offered to send Robbie the EIN form and instructions.

Newsletter Performance and Neighborhood Issues

Robbie and Lowell reviewed the performance of their recent newsletter, which had a low bounce rate and generated interest in a Deschutes article. They also addressed an issue regarding tree trimming in their neighborhood, agreeing to invite a city representative to educate residents about their responsibilities. Lastly, Susan praised the turnout of volunteers for a community cleanup and commended Robbie and Lowell for their organization efforts. They also discussed a development near Robbie's house.

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